

ECAP Voluntary Pre-Bid Meeting January 23, 2020 Questions and Answers

1. What is does it mean to apply for ECAP funding?

The Early Childhood Assistance Program (ECAP) is Delaware's state-funded early learning program for income-eligible families. ECAP began in 1994 when it was written into law. In the current program year of 2019-2020, we have 13 ECAP programs who serve 845 children ages 3 and 4. The expansion to open enrollment to 3 year olds happened in 2017-2018. The total state funding for the current fiscal year is a little bit over 6 million.

In this request for proposal (RFP), we are asking eligible programs to apply for ECAP funding for the next three years. The current open RFP will determine our cohort of ECAP programs for the next three years, which will begin on July 1, 2020. ECAP grants are available to non-profit and for-profit child care in any setting, such as Head Start agencies, public schools, community-based organizations, and private and faith-based centers.

Programs that are awarded ECAP seats will receive funds to serve that number of children and their families. There is a yearly contract that an ECAP program signs to serve the number of children they will enroll using State dollars. One seat in an ECAP-funded program is currently \$7,140 per year, or \$595 per month. The total funding per seat depends on the state budget allocation every year.

The submission date for all materials in your request for proposal response is February 19th at 2pm EST. Please go through the entire RFP before January 29th to determine if you have any questions about submitting your proposal response, because that is the deadline for submitting any questions online.

2. If you implement some of the Head Start requirements for governance (i.e. Parent Council) but plan to implement a Policy Council, should you answer only in Column 2 of Appendix B? Is there a way to articulate what you plan to do in addition to what you already do?

If you are implementing some standards, please describe how you are doing so in Column 2. You can describe any small changes or plans to meet that deliverable only if you currently have these plans in place. The point of the two different columns in Appendix B is for programs who are not meeting a deliverable; they can suggest what they might do differently if they were awarded ECAP funding in Column 3. Again, please be brief and only fill out Column 2 **or** Column 3.

3. Where can I find the list of state approved Data Management Systems?

There is no state-approved list of data management tools at this time. Please share what you use currently or anticipate using so that our reviewers can learn more about your program.

4. Can the community assessment completed by the state be used as a basis for determining community needs?

Yes, any public community needs assessment can be used, with reference to local community need. The Preschool Development Grant Birth through Five needs assessment can be used.

5. Does ECAP funding supplement or replace funding for POC eligible families?

ECAP funding supplements funding to serve POC families. Currently, ECAP programs receive partial funding for their program service hours and POC funding can supplement before or after care hours.

6. How many hours per day is ECAP?

ECAPs currently follow the Head Start Program Performance Standards on the length of day. However, there is no hours per day requirement delineated in the RFP language. Please share your hours of operation in Appendix C, Chart A, Question #10.

7. When is the ECAP program year?

Programs are required to have a program year, which is the State of Delaware's fiscal year. This RFP is for three years, even though you renew your contract every program year. The duration of this RFP from July 1, 2020 to June 30, 2023. You will be required to meet ECAP contract deliverables starting July 1, 2020. You will thus have between the ECAP funding award in March/April 2020 and the start of the program year on July 1, 2020 to make any changes necessary to meet ECAP requirements.

8. If we are an existing program and our request for ECAP seats is greater than what we are currently serving, does requesting more seats jeopardize your current seats?

All current ECAP seats are up for bid with this RFP. If you are a current ECAP program, you must reapply for all seats that you would like funded. The only criteria used for evaluation is listed in the RFP.

9. Is there a template available for the budget/price? Do we would need to present percentage of funds spent on salaries, supplies, etc in our proposal?

You must have a separate file for your price proposal. This can be a Word or Excel file that you create – there is no template. This document must simply state how much you are proposing for total funding. This is a simple case for the ECAP Bid because it is the number of seats you are proposing multiplied by the current cost per seat per year.

EXAMPLE: If I apply for 10 seats, I can create a price proposal as a separate word document where I will write "10 seats X \$7,140.00 per seat per year = \$71,400.00 total request for funding per year." If I have multiple sites that I would like funded, I could use one price proposal file to write the total funding request for each site.

10. Will there be any oral presentations required?

No, the written proposal application will be the only required submission to the ECAP Bid.

11. In response to all questions on the specific pieces of the "Complete Application Package," please read below.

How to Submit Documents

You need all of the following components for a "complete application package." To package the proposal, you need to have six paper copies of each of the documents. You will have one collated packet that is the original, and then you need five photocopies.

You need to submit two USB flashdrives that contain *at least* two files. One file has to be the price proposal and one can be a comprehensive file of your entire proposal. You can opt to have more files if you would like to save each of these documents below individually. You will put these copies and USBs in a package and write "BID ENCLOSED CONTRACT NO. 2020-10 ECAP RFP" and you will be bringing it or sending it to Dover Delaware as per RFP instructions.

Complete Application Package Components:

SUBMIT AS ONE SEPARATE FILE ON EACH USB:

☐ Price Proposal

You need to include a price proposal. There is no template for the price proposal. This can be an excel or word document file that lists how many seats you are asking for multiplied by the price per seat per year (currently at \$7,140), as stated above.

SUBMIT AS ONE PDF FILE IN FULL OR EACH COMPONENT AS A SEPARATE SAVED OR SCANNED FILE ON EACH USB:

☐ Transmittal Letter

You need to include a transmittal letter. This is a no more than one page letter that highlights your experience as an early learning program and addresses why you want to get involved in ECAP, but this should not include all your information in Appendix B. This is like a basic cover letter.

☐ Attachment 2

Attachment 2 is the Non Collusion statement. One copy of this must be signed and notarized.

☐ Attachment 3

Attachment 3 is your RFP exception form. The DOE Contract boilerplate template is part of the RFP text. This is your opportunity to read the contract in full. If you take no exceptions to the contract language, check the box and submit. If you do take exceptions, aka if you have an issue or a problem with the contract or RFP language, you need to explain what you are taking exception to and what you are proposing in terms of a compromise.

☐ Attachment 4

Attachment 4 is the Confidential Information Form. The form would be filled out when a vendor has confidential or proprietary information (copyrights, patents, trade secrets, etc.) in their proposal. Note that this is part of the State's RFP template and may not apply to the ECAP RFP. If there is anything that is confidential or proprietary, include it here. If not, check the box.

☐ Attachment 5

Attachment 5 is the business reference form. You must have three business references that must be non-state of Delaware employees. Even if you are a school district, you need to reach out to people who are not state of Delaware employees to list.

☐ Attachment 6

Attachment 6 is the Subcontractor form. It is only necessary if a vendor has subcontractors that would provide services as part of this RFP. For example, if a vendor were to hire a staffing agency for additional child care workers, this would require the form filled out and submitted. This is not allowable for delivering ECAP services, so it is unlikely an applicant will have subcontractors.

□Attachment 7

Attachment 7 is the Office of Supplier Diversity application. This is not submitted to the Department of Education but rather the Division of Small Business. The application is optional and does not influence the outcome of any award decision. They are trying to track to see who is applying to RFPs and who is contracting with the State.

□Appendix B (one)

Complete only one Appendix B – Program Structure and Service Delivery Chart. Please be brief, using bullet points. This is a simplified look at how you are currently operating for the Reviewers. Complete your responses directly in the fillable word document chart that is a separate link on the bids website.

The first column describes the ECAP deliverable, or what an ECAP program needs to do when they are providing early learning services to children and their families. Fill out Column 2 if your program is currently doing what is described in Column 1. Describe what you are doing briefly. If you do not currently do this in your program, you must fill out Column 3 only. In this column, describe how you propose to do what is described in Column 1, and any additional supports needed from the State in order to serve children and families in this way. Again, we are looking for bullet points and succinct summaries.

□Appendix C (one per site you are applying for)

You must complete Appendix C – Proposal for Funding Chart A for every site that you are asking for ECAP funding. This is required for all programs applying for funding. This chart tells the State how many ECAP seats, and therefore eligible children and families, you are able to serve. If you are a large program that has multiple sites, you must decide if you are using ECAP funds to serve children at one or multiple sites. If you are requesting funding for multiple sites, complete Appendix C for each site for which you are applying for funding. EXAMPLE: If you are requesting funding for two sites, a Bear location and a Lewes location, please fill out the chart twice, one for each site location.

□Appendix D (one per existing ECAP site, if applicable)

If you are a current ECAP program, you must complete at least one Appendix D – Current ECAP Site Chart B. If you are not currently receiving ECAP funding, do not fill out and submit Appendix D. **The State should only receive Appendix D from the existing 13 ECAP programs, if they are applying.**

If you currently receive ECAP funding for multiple sites, fill out this chart for each site that currently receives funding. Please note, this is so that the State can compare how your current service of children and families to your request in Appendix C. Thus, you still need to fill out Appendix C to articulate the total number of children you want to serve at each site between 2020-2023, *not in addition to the current number of children you currently serve*. EXAMPLE: If you are a current program serving five children at a Milford site and would like to continue serving the same number of children at this same Milford site, you fill out Appendix C requesting funding to serve five children total at this site AND you fill out Appendix D for the Milford site to share that you currently serve five children.